

[Your Name/Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

VIA [CERTIFIED MAIL / EMAIL]

[Recipient Name]
[Recipient Title]
[Company Name]
[Street Address]
[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST TRADEMARK INFRINGEMENT

Dear [Recipient Name],

We represent [Your Client's Name/Your Company Name] (the "Owner") regarding its intellectual property rights. It has come to our attention that your use of the mark "[Infringing Mark/Name]" in connection with [Description of Recipient's Activity] infringes upon our client's registered trademark.

The Owner is the exclusive proprietor of the trademark "[Your Trademark Name]," registered with the [USPTO/Relevant Registry] under Registration No. [Registration Number], dated [Registration Date], for [Class of Goods/Services].

Your unauthorized use of a confusingly similar mark is likely to cause consumer confusion, mistake, or deception as to the source or origin of your products/services. Such actions constitute trademark infringement, unfair competition, and dilution of our client's brand under [Relevant Law/Act].

DEMAND FOR COMPLIANCE

To avoid formal legal proceedings, we demand that you immediately:

1. Cease and desist all use of the mark "[Infringing Mark/Name]" and any marks confusingly similar to our client's trademark.
2. Remove the mark from all websites, social media accounts, marketing materials, and signage.
3. Cancel any pending trademark applications for the infringing mark.
4. Provide written assurance to this office by [Deadline Date] that you have complied with these demands.

If we do not receive a satisfactory response by [Deadline Date], we will be forced to advise our client to take all necessary legal actions to protect its rights, which may include seeking injunctive relief, monetary damages, and legal fees.

This letter is sent without prejudice to our client's rights and remedies, all of which are expressly reserved.

Sincerely,

[Signature]

[Printed Name]

[Title/Firm Name]